

**A SUBSTITUTE ORDINANCE
BY FINANCE/ EXECUTIVE COMMITTEE**

07-O-0272

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE VIII, DIVISION 1, SECTION 2-857 (a) OF THE CITY OF ATLANTA CODE OF ORDINANCES ENTITLED 'REIMBURSEMENT OF CONVENTION, TRAINING AND TRAVEL EXPENSES', TO REVISE EXISTING TRAVEL AND TRAINING POLICIES TO COMPLY WITH INTERNAL AUDIT RECOMMENDATIONS; AND FOR OTHER PURPOSES.

WHEREAS, Section 2-857 of the City of Atlanta ("City") Code of Ordinances sets forth the policies and procedures for the reimbursement of expenses incurred by City employees while traveling and attending conventions and training conferences in an official capacity; and

WHEREAS, an internal audit of travel, training and relocation expenses made certain recommendations regarding the rules for the reimbursement of said expenses; and

WHEREAS, the Department of Finance desires to adopt the recommendations of the internal audit which relate to the reimbursement of expenses incurred by City employees while traveling and attending conventions and training conferences in an official capacity.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS, as follows:

SECTION 1: That Chapter 2, Article VIII, Division 1, Section 2-857 (a) of the City of Atlanta Code of Ordinances which reads:

(a) City employees who attend conventions and training conferences representing the city or who travel in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith as follows:

- (1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the average single room occupancy rate or designated convention hotel rate for the city being visited.
- (2) All registration fees.
- (3) Cost of tourist or second class air or other common public transportation by the most direct route from the city to the city where the convention, the training or the business is being transacted.
- (4) Per diem of \$59.00 to be applied for each day of the convention, the training or the business being transacted.
- (5) The sum of \$35.00 to be applied upon all other expenses incurred for travel time to and from the convention, training or place where the business is being transacted.

(d) An itemized expense account shall be prepared by the employee attending the convention, training or traveling on business of the city, on forms provided by the chief financial officer, and such, together with unexpended funds advanced under a request under subsection (b) of this section, shall be returned to the chief financial officer within seven days of the return from the convention, training or business trip.

(e) It is specifically declared that the reimbursement of expenses, to the amount set forth in this section, incurred by department heads or employees when attending various meetings and conventions outside the city in an official capacity is in no way intended to be any form of compensation to that department head or employee, as long as the reimbursement does not exceed the amount authorized by GSA.

(f) This section does not apply to members of the council or municipal clerk or their employees.

(g) Subsection (a)(4) of this section regarding travel by coach air or common public transportation does not apply to the mayor.

(h) The Department of Finance will promulgate Administrative Procedures regarding the processing of Travel, Training and Relocation Expenses. These procedures will be posted to the City's website (www.atlanta.web) along with links to the appropriate GSA websites.

SECTION 2: That all ordinances and parts of ordinances in conflict herewith are hereby waived to the extent of the conflict.